



Virginia Department of Health Professions

Board of Pharmacy

Pharmacist License by Examination Process and Timeline

Applicants requesting pharmacist licensure by examination may follow the processes shown below. Applicants who have a state other than Virginia designated to be their primary state of licensure through NABP would need to follow the “License by Score Transfer Process and Timeline”. Applicants who have taken NAPLEX greater than 90 days ago and have not transferred their score to Virginia already will need to follow the “License by Endorsement Process and Timeline”. Frequently Asked Questions (FAQ) are available on the Board’s website. Questions regarding the process can be directed to the licensing specialist by calling (804) 367-4456.

Licensure Prerequisites:

- Applicant is required to have a minimum of 1,500 practical experience hours.
- Applicant graduating from a non-ACPE accredited school of pharmacy outside of the United States has additional prerequisites that must be met. Please refer to [Guidance Document 110-17](http://www.dhp.virginia.gov/pharmacy/pharmacy_guidelines.htm) for more information - http://www.dhp.virginia.gov/pharmacy/pharmacy_guidelines.htm

Licensure Process	Approximate Timeline
After graduation, pharmacist applicants are required to complete the online application for pharmacist licensure found at https://www.license.dhp.virginia.gov/apply/ . A printer will need to be available when applying online to print the college affidavit form.	Credit card payments are processed the date received. Applications are valid for one year from the date of online payment.
Applicants are required to complete the top portion of the affidavit form and after graduation have the Dean or Registrar of the college complete the bottom portion of the form. It must be stamped with the college seal on the bottom portion of the form.	Original affidavits documenting practical experience hours must be received at the Board. No scans, faxes, emails or copies of this document will be accepted. Affidavits are processed in the order received. During times of peak volume such as during graduation season, it may take longer for forms to be processed. The online checklist will have a status of ‘completed’ when the practical experience hours have been reviewed and accepted.

<p>Please pay special attention to the information about mailing documents to the Board.</p>	<p>Mail sent using USPS is received in approximately one week. Mail sent using private mail carriers, such as UPS and FedEx, arrives directly to the Board's address making this process more efficient. The applicant will also have control of the date the Board will receive the mailed documentation, if using a private mail carrier.</p>
<p>Applicants must apply to take the MPJE and NAPLEX examinations through NABP's website. Please note that when applying to take the exam(s) you do not need to provide a date or time for the exam, as registration for the exam will be done after receipt of the Authorization To Test (ATT) received by email from Pearson VUE. Registration can be made for either exam first.</p>	<p>Applicants can apply for the exams at any time during the licensure process. To expedite the process, it is recommended to apply for one or both examinations very soon after completing your online pharmacist licensure application, or at the very latest when your affidavit form is mailed to the Board.</p>
<p>Applicants will be made eligible to take the exam(s) after validation of the application and confirmation of the practical experience hours from the affidavit form.</p>	<p>If there is no reason for denial, validation is completed within 2 to 5 business days. During high volume times of year, this may take longer. Applicants will receive an email containing the ATT number, from Pearson VUE after eligibility is granted by the Board.</p>
<p>After receiving your ATT number, applicants should contact Pearson VUE to register for the exam and provide the date and time they wish to take the exam.</p>	<p>NABP posts examination scores for the Board within 5 to 6 days after the exam is taken.</p>
<p>Scores of 74 or less are not passing scores for either examination.</p>	<p>Applicants must wait 30 days after a failed attempt before being eligible to re-test for the MPJE and 45 days prior to retaking the NAPLEX. The applicant will need to re-apply to retake the exams. The Board will grant eligibility and another email containing the ATT number will be emailed from Pearson VUE.</p>
<p>Scores of 75 or greater are passing scores for both examinations. If both exams have been passed, the application for pharmacist licensure will be reviewed for approval.</p>	<p>The normal turnaround time to process these scores is less than 1 week, after they are received from NABP. This timeframe may increase at busy times of the year.</p>

After the application is approved, the license is issued and the status will be current active. This can be checked on the Board's website under the 'License Lookup' tab.	The Board will print a license and a wall certificate that will be mailed to the applicant. The license should arrive in 10-14 business days. The wall certificate take longer to receive.
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